

Manuscript Preparation using APA Format:

Sample Format Paper

Mary Whiton Calkins

Midway College

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Start your text by indenting five to seven spaces (about a ½ inch). An abstract page would normally be on page 2 (the text begins on page 3), after the title page, but for the purposes of this class, you may omit it. All papers must be double-spaced, typewritten, and presented in American Psychological Association (APA) format. Complete guidelines are found in the *Publication Manual of the American Psychological Association* (6th ed.), available in the Little Memorial Library for reference. Consult the Checklist for Manuscript Submission (pp. 241-243) for more instructions and a sample paper (pp. 41-53).

Manuscript Guidelines

Second Level Heading

Use at least one-inch margins at the top, bottom, and on the right and left margins throughout your paper (this is usually the default anyway). On the title page, you should include the term “Running head:” followed by a short version of your title. Each manuscript page must be identified with the running head (WITHOUT the term “Running head:” on subsequent pages), flush left, and page numbers should be on every page, flush right. The sections of the text follow each other without a page break and are always double-spaced.

Third level headings. This sample paper illustrates how to use three levels of headings, though APA allows for up to five levels. The first level of heading should be centered, boldface, and in both upper and lowercase (as illustrated above). The second level of heading should be flush left and boldface using both upper and lower case (see above). The third level of heading should be indented, boldface, and with only the first word capitalized, followed by a period (see beginning of this paragraph). Do not start a new page when a heading occurs; for instance, do

not begin the method section on a new page (only if it falls there as a result of the double-spacing).

Scientific writing should be both precise (accurate) and concise (brief and to the point). Scientific reports are normally written formally, in third person. Avoid using sexist language and replace pronouns with plural nouns, articles, or by dropping the pronoun altogether unless you are specifically referring to a male or a female (see pp. 79-80 for more on pronouns). Spelling and grammar should be double checked and typographical errors should be corrected.

Parts of a Manuscript

A scientific research report should contain the following sections: title page, abstract, introduction, method, results, discussion, and references (see pp. 23-40). According to the APA Manual (2009), "Because the introduction is clearly identified by its position in the manuscript, it does not carry a heading labeling it the introduction." (p. 27). Note that you include the page number for a quotation but do not include it for other forms of reference in the text.

References

References should be typed on a separate page, after the discussion section. You should cite all your references somewhere in the text! A reference may be cited within the sentence, such as "According to Cummings and Davies (1994) ..." or at the end of a sentence, which uses information from the source and looks like this (Cummings & Davies, 1994). Within parentheses, list two or more works by different authors in alphabetical order by the first author's surname, separated by semicolons (Baida, 1980; Kamii, 1988; Pepperberg & Funk, 1990). There is ongoing discussion regarding how to cite electronic resources. Use of DOIs (digital object identifiers) is preferred when referencing an online version of a journal (see pp. 187-192).

References

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